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RETURN TO

MANAGEMENT STAFF RECORDS MANAGEMENT DIVISION
RECORDS MANAGEMENT STAFF

Semi-Annual Report of the Forms Management Branch as of 31 December 1955

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1. Program Development and Promotion

a. Area Program Activities. Improved the effectiveness of all Area Forms Management Programs, particularly enhancing personal relations and stimulating forms activity in FI/RI/DD/P and the Office of Communications, offices which previously had shown little desire to utilize our services. This was accomplished through intensive liaison activities and the acquisition and distribution of informational and promotional materials.

b. Simplified Numbering. Converted 93 forms to the new simplified numbering system established 1 July 1954. 591 forms have been converted since that date.

c. Reprint Review. Further standardized and improved reprint review methods through the development of a "Form Stock Replenishment Notice, Coordination and Approval Record," Form No. 30a, and related procedures. Use of this 5-part NCR form and simplified, systematic stock replenishment procedures eliminates many telephone calls, increases procurement lead time, reduces paperwork to a minimum by providing for the predetermination of production sources and methods by LO/PSD prior to the preparation of requisitions and other procurement documents, and insures availability in the files of accurate and complete documentation of all reprint requests.

d. Lead Time. Obtained better printing services and improved working relations with LO/PSD and the Government Printing Office by stressing to customers the need for sufficient production lead time. Their cooperation has enabled us to cut priority printing requests to a minimum, thus making it possible for printers to meet deadline dates on most of the now limited number of priority requests. For example, the revised "Secrecy Oath" was designed, printed and delivered to the DCI 6 hrs. after it was originally requested. A 5-part legal size NCR form was produced commercially in less than 2 weeks to meet the special priority project needs of Staff D.

e. Copy Marking. Definition and submission to the Government Printing Office of Agency typographic standards for the typeset composition of forms resulted in GPO agreeing to conform to these standards on all Agency Forms produced in their facilities. This eliminated a long standing practice of marking forms copy individually for the printer.

f. Functional File Modernization. Commenced conversion of functional file material into newly acquired binders and acetate envelopes. Functional file activity and effectiveness will increase at least 75% when files are completely converted.

g. IAC Forms Projects. Provided [] services as a consultant to the Intelligence Advisory Committee's Ad-Hoc Committee on Information Processing by his participation as the CIA member of the "AHIP Working Group for the Development of a Common Inter-Agency Library Loan Form" and as the CIA member and Chairman of the "AHIP Working Group to Consider Adoption of a Common Information Report Format."

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2. Research Activities

a. NCR (No Carbon Required) Paper. After initial research and a preliminary evaluation of this new product, six multiple-part NCR forms were procured for operational testing under varying climatic and use conditions. (NCR forms are made with a sulphite paper stock coated with a special impact carbon formulae which permits copies to be made without the use of carbon paper.) Test results are being evaluated with respect to performance, cost, security and related factors to determine the advisability of their wide-spread use in lieu of carbon interleaved forms. To date, customer reaction to the use of this special paper has been unusually favorable, partially because of its novelty, but more particularly from the standpoint of improved security, cleanliness, speed and ease of handling and special applicability to flow systems in which several widely separated offices are jointly responsible for the preparation of a single form set. However they do not erase well, procurement costs are usually higher and lead time is longer for NCR Forms than for the conventional carbon interleaved forms.

b. Lithographic Carbon Backed Record Copy Sets. Several exceptionally fine applications have been found for this product. It possesses all of the advantages of NCR paper save that of extreme cleanliness and is considerably more sensitive to pressure, being ideally suited to produce from 9 to 20 highly legible typewritten record copies. It forms the link between the usual multiple copy form set and the reproducible master, without the bulk and awkwardness of feeding, handling and decollating. Introduction of this product to the Government Printing Office was met with enthusiasm and the decision to recommend its use to other Government agencies in those instances when 9 or more copies are needed.

c. Multi-Link Construction. A system for providing continuous horizontal linkage of top stub form sets; not a new forms construction method, yet never previously used in CIA; it has recently been applied to solve problems encountered by DD/P and the Office of Communications. It is particularly applicable in production typing operations utilizing small form sets of 4 or more parts, such as mail control activities. Buckling normally encountered in glued continuous side-stub sets is eliminated. Registration and holding features are so good that there is no need for pin-feed attachments. This reduces the cost of such operations and permits greater flexibility in the use of typewriters.

3. Typical Form Benefits

a. Office of Personnel's Official Personnel Folder Charge-out System.

Developed and recommended improved procedures and forms to meet criticisms of the old system by the DDCI and the IG. Adoption of these recommendations prevented: 1) creation of an additional control file, 2) use of an increased volume of control forms, 3) two or three extra operations per request, 4) additional procurement and supply costs and problems which would have been engendered by the use of two extra specialty-type forms and a separate instruction sheet for each request, and 5) delay in the initial charge-out of folders.

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b. OCR's Library Document, Book and Periodical Request. Application of forms design standards and NCR paper to a proposed revision of this form: 1) reduced typing time by 13%, 2) increased production rate 15%, 3) provided 25% more usable fill-in space, 4) eliminated "carbon paper security hazard", and 5) increased visual impact and emphasis on "due date" of library loan material, thus speeding up "returns."

c. Review of Stock Replenishment Requests and Special Requisitions. Saved \$8,332.00 by this review which resulted in outright cancellation or quantity reduction of 6 requisitions.

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25X1 d. HE [] Related Procedures and Forms. Modification of a requirement "that [] reporting offices prepare, add data to, and locally reproduce an unnumbered, unstandardized reporting format" to provide instead an efficient forms system with a standardized, numbered form, die-impressed on a hecto master, prevented the needless typing of 1600 masters annually and saved 400 man hours.

e. Routing and Record Sheet Use Slashed. Redesign of a bootleg DD/P form, making it self-transmitting, reduced annual usage of the R & R by over 10,000 copies.

f. Medical Office's Request for Report on Sick Leave. Analysis and redesign of this form 1) reduced form size over 50%, 2) reduced paper costs 50% by printing form on both sides, 3) eliminated three separate and unnecessary addressing operations with attendant waste of transmittal slips or R & Rs, by designing the form for use in a window envelope, both in initial routing and return, and by pre-printing the return address on the form.

g. RMS's Records Center Service Request. Development and use of this well-designed 3-part NCR form has reduced telephone traffic between Headquarters and the Records Center by about 85%. The novelty and ease of handling of the NCR paper materially contributed to general Agency acceptance of mail rather than telephone service. A conventional padded form previously provided never gained general acceptance.

4. Forms Management Services (Statistics)

a. Forms. Provided review, analysis, design and procurement services covering 148 new forms, 167 revised forms and 366 reprinted forms, resulting in the procurement of 15,078,915 copies. 17 forms were obsoleted.

b. Employee Suggestions. Evaluated 12 employee suggestions, approving 4 for adoption with tangible annual savings of \$57.50, disapproving 4, referring 3 to other offices for further evaluation and recommending 1 for Government-wide adoption.

5. Personnel Actions

25X1 Promoted [] from GS-9 to GS-11.

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